

**HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)
CHANGE ORDER**

Agency (CAA): _____
 CAA Address: _____
 (Street, City, State, Zip)
 Applicant Name: _____
 Property: _____
 (Street, City, State, Zip)

CAA Technician Name: _____
 CAA Technician Phone: _____
 CAA Technician Email: _____
 Co-Applicant Name: _____
 Contractor: _____
 Contract Date: _____

Grant \$15,000.01 or Greater (pre-approval required)

Grant \$15,000.00 or Less (pre-approval not required)

INSTRUCTIONS: Number Change Orders in order of submission dates. Projects that cost \$15,000.01 or greater must receive MaineHousing approval before the work can commence. *Change Orders* requiring additional funding must be accompanied by a *Change Order Invoice* to be eligible for payment. Photographs must accompany the *Change Order* when applicable. *Change Orders* and supporting documentation must be retained in the CAA's project file.

Change Order # _____

Prepared By: _____

| Item Number* | Description of Change - Explain in Detail | Cost Change |
|--------------|---|-------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | TOTAL AMOUNT REQUESTED | \$ |

*Please use section number from Job Standards and Specifications (Appendix A of Construction Contract).

Original Contract Amount: \$ _____

Change Order Amount: \$ _____

Updated Contract Amount: \$ _____

If contract extension needed for EMG projects that push the EMG project over the required 45

day completion timeframe, pre-approval by MaineHousing is required.

Contract Time Extended by _____ calendar days Updated Completion Date: _____

Contract Time Not Extended All Contract Extensions exceeding 45 days must be pre-approved

This Change Order is made a part of the Contract, and the parties have hereto set their signatures:

Applicant (Owner) Signature _____

Date _____

Co-Applicant (Co-Owner) Signature _____

Date _____

Contractor Representative Signature _____

Date _____

CAA Technician Signature _____

Date _____

COMPLETED BY MAINEHOUSING

Projects that exceed \$15,000.01 must receive MaineHousing approval before the work can commence. MaineHousing's signature serves as approval or denial for this Change Order.

PO APPROVED

PO DENIED

Tech APPROVED

Tech DENIED

MaineHousing Program Officer Signature _____

Date _____

MaineHousing Technician Signature _____

Date _____

MaineHousing Notes: